

F.A.Q.s:



Q1. Who can rent the Conference Center?

A1. The Conference Center is for meetings/events that have an economic development impact to the City of Temecula. The Conference Center is not available to individuals to use for private events, such as weddings, birthday parties, quinceaneras, etc..

Q2. What audio/visual equipment is in the room and available?

A2. Two podiums with wireless microphones (podiums cannot be removed)
A computer in each podium
Blue Ray player in each podium
Two drop-down projection screens
Two hand-held microphones
Two lapel microphones
Surround Ceiling Speakers
Wireless power point remote w/laser

Q3. What is the minimum rental time?

A3. Three hours

Q4. Can I pay for the Conference Center via credit card?

A4. Yes, we accept Visa and MasterCard.

Q5. Who do I make my checks payable to?

A5. City of Temecula

Q6. Is there a security deposit due?

A6. Yes, the security deposit is \$100 and if you are using the kitchen, an additional \$50 is required (\$150).

Q7. When is the security deposit due?

A7. When the application is approved.

Q8. Is the security deposit refundable?

A8. Yes, assuming that the room is left in the condition which it was received.

Q9. How do I get my security deposit refunded?

A9. Via email, request return of security deposit. If there is damage to the facility, per the rental agreement the security deposit may not be refunded.

Q10. What happens if my event goes over my end time as stated on the application/facility permit?

A10. If there is a scheduled event after your event, you will be asked to end your event. If there is no event after your event, you will be billed for the additional time.

Q11. When is the balance due (not including deposit already paid)?

A11. Thirty days before your meeting/event.

Q12. When do I need to provide a Certificate of Liability Insurance?

A12. a) If a caterer is staying and serving the food
b) When serving alcohol
c) Having a band and/or DJ
d) When hosting vendors who are providing a service

Q13. How do I go about obtaining a Certificate of Liability Insurance?

A13. We can recommend insurance providers or you can obtain coverage through your own insurer.

Q14. Do you provide table(s) and chair(s)?

A14. Yes, we have 60" round banquet tables, 72" round banquet tables, as well as 6' rectangular tables and 282 chairs. City of Temecula staff will do the set-up of tables and chairs, and assist with all A/V needs.

Q15. How many chairs per 60" round table?

A15. 6 – 8

Q16. How many chairs per 72" round table?

A16. 8 – 10

Q17. How many chairs per 6' rectangular table?

A17. 3 and/or 6 (depending on set-up)

Q18. What does the set-up fee cover?

A18. City staff will set-up and breakdown the room per your direction and will be available during the duration of your event should you have any questions.

Q19. Can we do our own set-up and not pay the set-up fee?

A19. No, per City policy only City staff can do the set-up and breakdown.

Q20. Do you provide linens?

A20. No

Q21. What types of items are provided in the kitchen?

A21. Warming ovens, freezer/refrigerator, microwave, stove top/oven, hot/cold drinking water dispenser, dish washer, two sinks and ice maker.

Q22. Do you provide a coffee maker, coffee filters, sweeteners, etc.?

A22. No

Q23. Do you provide water pitchers, glassware, etc.?

A23. No

Q24. What are the room dimensions?

A24. 61' x 41'. (2,500 square feet)

Q25. What is the City's Tax ID#?

A25. 33-0383649

Q26. Can guest registration be done in the hallway just outside the entrance?

A26. The preferred option is to do registration in the patio area, since there is a doorway from the walkway/hallway into that area as well.

Q27. What size poster will your easel(s) hold?

A27. 24" x 36"

Q28. Who is responsible for the clean-up of the room?

A28. The applicant is to leave the room in the same condition in which received. City staff will empty trash and vacuum.

Q29. Does the City provide posters for my event?

A29. Yes, upon request.

Q30. Is City staff available if I should have questions or concerns during my event? If so, how can I contact them?

A30. Yes, during your event a City staff person is available by calling 951-551-3951.

Q31. How far in advance can I reserve the Conference Center?

A31. 18 months in advance.

Q32. Where should our guests park?

A32. In the City's parking garage.

Q33. Is there a charge to park in the City's parking garage?

A33. No

Q34. Can I obtain information regarding the Conference Center on your City website?

A34. Yes

Q35. What is the total room capacity?

A35. 372

Conference Center Amenities

Kitchen (refrigerator, freezer, warming boxes, small ice maker)

Room can be used as a whole room or separated into two smaller rooms

Built-in projector

Built-in computer

Microphones and/or wireless microphones

Laptop hookups with audio

DVD/Blu-ray player

TV, basic cable

Audio recording capabilities

HD feed from Council Chambers

A mini-fridge on each side of the room